

**E-5**

**PROCUREMENT OF GOODS  
THROUGH  
REQUEST FOR QUOTATION (RFQ)/  
SHOPPING PROCEDURES**

*(For Contracts valued less than the  
equivalent of US \$100,000 each)  
(Non e-Procurement Bidding process)*

**APRIL 2018**

**REQUEST FOR QUOTATIONS**  
**Procurement of Goods under RFO/Shopping Procedures**  
**Procurement Notice**

<b>Purchaser</b>	Project Director (UKWDP), State Project Implementation Unit, 26 EC, Road Dehradun-248001
<b>Contract title</b>	Procurement of Audio-Video System for SPIU Conference Room
<b>RFQ No</b>	<b>UKWDP/OFF-EQP/2022-23/02(Package-3)</b>
<b>Date</b>	06-07-2022
<b>Applicable Procurement Regulations Date:</b>	Not Applicable

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the *Uttarakhand Workforce Development Project* and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The State Project Implementation Unit invites quotations from eligible bidders for the following goods.

SI #	Brief Description of the Goods	Specifications	Unit & Qty.	Delivery Period	Place of Delivery	Installation Requirement (If any)
1.	Conference Room Camera	<i>As per Annexure-I</i>	01 Nos	07 Days	SPIU, 26 EC Road Dehradun	Complete installation and demonstration of features.
2.	Conference Room Mic		01 Nos			

2. This procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders.
3. For submission of Quotation, the bidder is required to submit the physical Quotation in a sealed envelope addressed to Project Director, Uttarakhand Workforce Development Project, 26 EC Road, Dehradun.
4. Quotations shall be submitted on or before **1700 hours on 16<sup>th</sup> July'22**. Late submission of quotation is not allowed. The Quotations will be opened on **16<sup>th</sup> July'22 at 1730 hours**.

5. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
6. Other details can be seen in the RFQ document. The Purchaser shall not be held liable for any delays due to any reasons beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser by email address or by visiting the office of the Purchaser at the address given below.

**Project Director (UKWDP),**  
State Project Implementation Unit  
26-EC Road, Dehradun.  
Email- [spiuukwdp@gmail.com](mailto:spiuukwdp@gmail.com)

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**RFQ No: UKWDP/OFF-EQP/2022-23/02(Package-3)****Date:** 06-07-2022**Terms and Conditions**

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Guidelines; and (c) should not have been temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the [www.uksdm.org](http://www.uksdm.org) website for information of all Bidders. Bidders should check on the above website for any amendments to the terms and conditions.

**3. The Quotation shall comprise the following:**

- (a) Letter of Quotation;
- (b) **Delivery Period Offered:** List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
- (c) **Technical Specifications:** confirmation that the offered Goods and Related Services conform to the required specifications;
- (d) Evidence in accordance with Clause 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
- (e) Deleted;
- (f) Complete address and contact details of the Bidder having the following information:

Name of Firm  
Address for communication  
Telephone No(s): Office  
Mobile No.  
Facsimile (FAX) No.  
Electronic Mail Identification (E-mail ID)

- (g) Price Schedule (using the Schedule provided with the RFQ document) wherein the rates shall be entered by the bidder.

**4. Quotation Prices**

- a) The contract shall be for the full quantity for all items or for full quantity of each item, with installation and commissioning as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before submission. Which should be properly signed and stamped on the corrections made (if any).
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.

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- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.
5. **Conformity of Goods:** Bidder shall furnish, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/guarantee etc. of the manufacturer. Bidder to submit the following documents with the bid. (a) Catalogue (b) Warranty/Guarantee period.
6. **Qualification of the Bidder:** Bidder should have supplied goods of similar type (& capacity) up to at least 100% quantity in any one of last 3 years. Copy of bills/invoices for similar items by the bidder shall be submitted as a proof of Supply/Sale of goods.
7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.
8. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
9. **Quotation Submission:** The Letter of Quotation shall be filled, signed and shall be submitted along with the Price Schedules that shall be furnished using the Forms attached without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be submitted.
10. **Opening and Evaluation of Quotations:** The Quotations will be opened on the specified date and time.
- (a) The Purchaser shall examine the quotation to determine whether the quotation (a) has been properly signed (Clause 8); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
- (b) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
- (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
11. **Award of contract:** The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- (a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- (c) 100% Payment shall be made within 30 days after delivery of the goods. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
- (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

## **Quotation Forms**

# Letter of Quotation

**RFQ No.: UKWDP/OFF-EQP/2022-23/02(Package-3)**

Our Reference: No..... Dated.....

To:

The Project Director (UKWDP),  
State Project Implementation Unit  
26-EC Road Dehradun-248001

**Subject: Procurement of Audio-Video System for SPIU Conference Room under UKWD Project**

Sir,

1. We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:
  - (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
  - (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
  - (c) The total price of our Quotation, including any unconditional discounts offered is: ***[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures]***;
  - (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*
  - (e) **Quotation Validity Period:** Our Quotation shall be valid for the period of 45 days, from the deadline fixed for the Quotation submission;
  - (f) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.
  - (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

Authorized Signature

Name & Title of Signatory \_\_\_\_\_

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*



**FORMAT OF QUOTATION**

S. No.	Description of Goods	Specifications	Qty	Unit	Quoted Unit Rate <sup>1</sup> at destination in Rs.	<sup>2</sup> GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1	Conference Room Camera	<i>As per Annexure-I</i>	1	Nos				
2	Conference Room Mic		1	Nos				
<b>TOTAL including all taxes and duties</b>								

**Note:** Evaluation shall be done for *each item separately*.

*\* Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. .... (Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee of ..... months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank’s sanctions procedures) in competing for or in performing the Contract.

**Signature of Bidder**

<sup>1</sup> Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

<sup>2</sup> Indicate each applicable tax separately.

## ***PURCHASER'S REQUIREMENT***

### **1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD**

Sl#.	Description of Goods and Related Services	Qty.	Unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period <i>[to be provided by the Bidder]</i>
1	2	3	4	5	6	7
1	Conference Room Camera	01	Nos	<i>SPIU, 26 EC Road Dehradun</i>	07 Days	
2	Conference Room Mic	01	Nos		07 Days	

Note:

1. All details should be filled in by Purchaser except for Colum 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

### 3. TECHNICAL SPECIFICATIONS (*ANNEXURE-I*)

Sl#	Name of the Item	Description
1.	Conference Room Camera	<ul style="list-style-type: none"><li>• Conference Camera AIO 4K UHD <b>or Better</b></li><li>• 1080x720 Pixel <b>or Better</b></li><li>• Lens FOV 102 degree with 5X Zoom <b>or Better</b></li><li>• Remote Controlled/App with inbuild Mic</li><li>• Warranty <b>Minimum</b> – 1 Year</li></ul>
2.	Conference Room Mic	<ul style="list-style-type: none"><li>• Omnidirectional Mic having (20Hz-20KHz) <b>or Better</b> Frequency Response</li><li>• Sensivity – 38dB +/-3dB <b>or Better</b></li><li>• USBC Connectivity</li><li>• Warranty <b>Minimum</b> – 1 Year</li></ul>